

**COMPLETING AN ANNUAL  
RECOMMENDED RATING OF RECORD  
USING THE  
PERFORMANCE APPRAISAL APPLICATION (PAA)  
VERSION 2  
  
STEP BY STEP INSTRUCTIONS  
FOR RATING AND HIGHER LEVEL REVIEW OFFICIALS**

**Compiled by  
Human Resources and Organizational Management Branch  
Administration and Resource Management Division  
Headquarters Marine Corps**

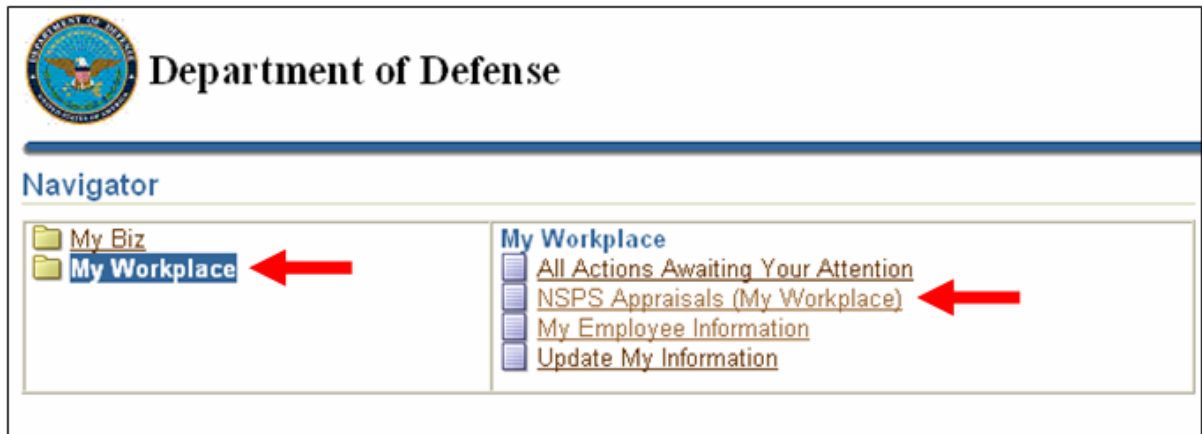
**23 September 2008**

## RATING OFFICIAL ACTIONS

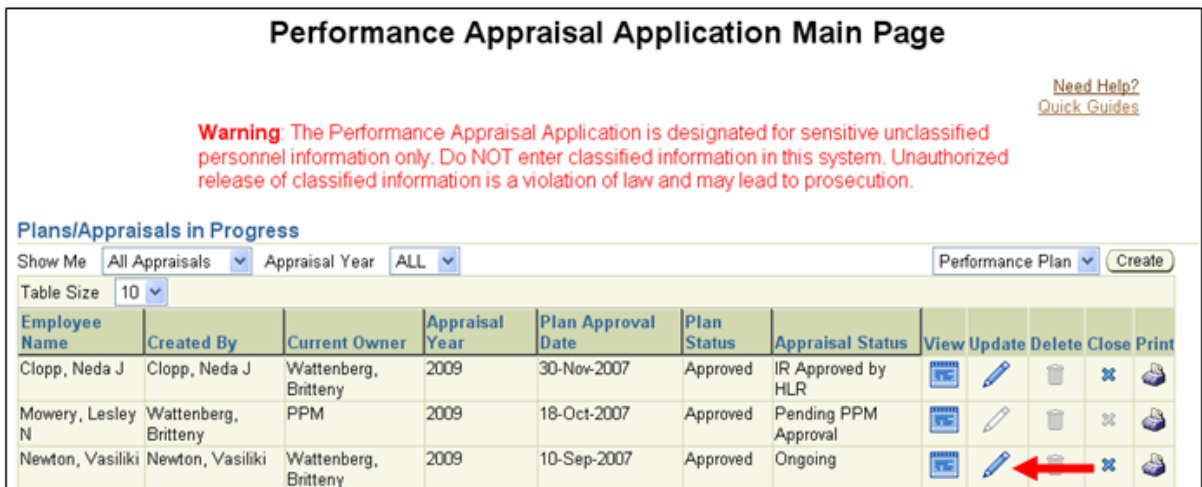
### TO COMPLETE END OF YEAR ANNUAL ASSESSMENT

Note: These steps start after the rating official has received the employee's self assessment (if one has been submitted).

**Step 1** Navigator screen: Select **"My Workplace"** → **"NSPS Appraisals (My Workplace)"**:



**Step 2** Performance Appraisal Application Main Page: Select the **"Update"** icon (blue pencil) for the employee you are going to rate. Note: the performance plan must be in an approved status before you start this step.



### Step 3

Rating Official Review screen: Select the **“Update Plan/Appraisal”** button:

Performance Appraisal Application (PAA)  
Version 2.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

Rating Official Review

[Change Rating Official](#) [Transfer to Employee](#) [Update Plan/Appraisal](#) [Submit Recommended Ratings](#) [Need Help?](#)

Employee Information

Employee Name (Empl Name)

[Show Employee Details](#)  
[Show Placement in Pay Band](#)

### Step 4

Update Plan/Appraisal screen: Scroll down to the job objectives and employee’s self-assessment areas:

Performance Appraisal Application (PAA)  
Version 2.0

[MyBiz Suggestions](#) [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

[Rating Official Review](#) >

Update Plan/Appraisal

[Cancel](#) [Save](#) [Save and Continue](#) [Quick Guides](#)

Employee Information

Employee Name Vasiliki New

[Show Employee Details](#)  
[Show Placement in Pay Band](#)

Setup Details

\* Indicates required field

Appraisal Type Annual Appraisal - NSPS

\* Appraisal Period Start Date 01-Oct-2007 (example: 18-Aug-2006)

\* Appraisal Period End Date 30-Sep-2008

Rating Official Name Wattenberg, Britteny

\* Appraisal Effective Date 01-Jan-2009

Performance Plan Approval Date 10-Sep-2007

Scroll down to job objectives and employee self-assessment areas

## Step 5

Review the employee's self-assessment, then select the **"Update"** icon (the blue pencil) by the first job objective to begin the rating process:

**Job Objectives**

☒ **TIP** When using optional weights, all approved job objectives must be weighted and must total 100%. If an approved weighted job objective is assigned an 'NR' (Not Rated) rating, the weight associated with this job objective is automatically redistributed among the remaining approved job objectives and will be reflected in the Adjusted Weight(%) column. This value can be changed if necessary. The redistributed amount must equal 100%.

[Add Objective](#) [Approve](#)

[Select All](#) | [Select None](#)

Select	Details	Objective Number	Title	Status	Optional Weight	Adjusted Weight (%)	Rating Impact	Contributing Factor	Adjusted Rating	Update	Delete
<input type="checkbox"/>	<a href="#">Show</a>	1	Filing	APPROVED	35%						
<input type="checkbox"/>	<a href="#">Show</a>	2	Arranges conferences	APPROVED	30%						
<input type="checkbox"/>	<a href="#">Show</a>	3	Calendar	APPROVED	35%						

**Select the update icon by the first job objective to begin rating**

**Employee Self-Assessment for Annual Appraisal**

☒ **TIP** Provide input that you wish to have considered as part of your performance rating assessment.

1. Filing. I maintained the official branch files such that no documents were ever missing or lost during the rating period. I was complimented by the Admin Officer who said she had never seen such an organized filing system. This allowed the rest of the staff to concentrate on their own jobs.

2. Arrange conferences. I was the chief coordinator for our branch conference this year. I found a new site to hold the conference at no cost to us, and got good compliments from attendees. I had to deal with several last minute changes, including some speakers and revisions to materials. I also made arrangements for staff to attend three other conferences during the rating cycle.

3. Calendar. I kept up to date information on everyone's whereabouts as well as the use of the branch conference room.

[Review employee's self-assessment](#)

**Rating of Record and Assessment**

## Step 6

Update Job Objective screen: Scroll down to the "Job Objective Rating" block:

**Performance Appraisal Application (PAA)**  
Version 2.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

[Rating Official Review](#) > [Update Plan/Appraisal](#) >

**Update Job Objective**

\* Indicates required field

[Cancel](#) [Save](#) [Save and Update Another](#) [Save and Return to Update Page](#) [Need Help?](#)

Name (Empl Name)

Objective Number 1

\* Objective Title Filing  
(Enter up to 80 characters)

Start Date 10-Oct-2007

Job Objective Status APPROVED

Date Last Modified 10-Oct-2007

**Scroll to the bottom of the screen to enter job objective ratings**

## Step 7

Use the drop-down menu or type in the **Job Objective Rating (1 to 5)**

- To view the criteria for each rating level, select the “Show Job Objective Rating” link.

Use the drop-down menu to enter a **+1, 0 (Neutral), or -1** for the “Contributing Factor Impact” block

- To view the descriptors, select the link.
- The adjusted rating is automatically calculated.

Select **“Save and Update Another”** to move to the next objective.

The screenshot shows a web form for rating a job objective. At the top, 'Optional Weight' is set to 35%. The 'Job Objective Rating' is a dropdown menu currently showing '3'. A callout points to this dropdown with the text: '1. Use the drop down list to select the job objective rating'. Below this is a link 'Show Job Objective Rating Descriptors'. A second callout points to this link with the text: 'Rating descriptors, performance indicators, and contributing factor impact descriptors are available'. Below the link is another link 'Show Applicable Performance Indicators'. The 'Contributing Factor Impact' is a dropdown menu currently showing '0 (Neutral)'. A callout points to this dropdown with the text: '2. Use the drop down list to select the contributing factor'. Below this is a link 'Show Contributing Factor Descriptors' and another link 'Show Additional Information on Contributing Factor Impact'. Below these links are fields for 'Adjusted Rating' and 'Adjusted Weight'. A callout points to these fields with the text: 'System calculates adjusted rating and adjusted weight'. At the bottom right, there are four buttons: 'Cancel', 'Save', 'Save and Update Another', and 'Save and Return to Update Page'. A callout points to the 'Save and Update Another' button with the text: '3. Select Save and Update Another to rate the next job objective'.

## Step 8

Repeat steps 6 and 7 for each job objective. When you are done rating the last job objective, select the **“Save and Return to Update Page”** button.

## Step 9

Scroll down to the Rating of Record and Assessment area (bottom of screen) and enter your supervisory assessment of the employee's performance. Note: If information is entered in the Component Unique Information block, when the appraisal is transferred to the employee the employee will see the information. This block should remain blank, as no component use has been established at this time.

- Note the character counters. Limit is 8000 characters for the Rating Official assessment.

Select **"Save and Continue"** when done.

The screenshot shows a web form titled "Rating of Record and Assessment". At the top, it displays "Average Score 3.3" and "Rating of Record 3-Valued Performer". Below this is a text area for the "Rating Official Assessment". A yellow callout box points to this area with the text "Supervisory assessment goes here (limit 8000 characters)". The text area contains three bullet points describing an employee's performance. Below the text area is a "Counter" showing "1161" and a note "(Limit to 8000 characters)". Below the assessment area is a section titled "Component Unique Information". A yellow callout box points to this section with the text "Character counter (limit 8000 characters)". The text area for this section is empty. A yellow callout box points to the bottom right of the form with the text "Select Save and Continue when you are done". At the bottom of the form, there are three buttons: "Cancel", "Save", and "Save and Continue". A "Counter" for the Component Unique Information section shows "192" and a note "(Limit to 4400 characters)".

**Rating of Record and Assessment**

Average Score 3.3  
Rating of Record 3-Valued Performer

Rating Official Assessment

-- Obj 1 Filing was always up to date and accurate. There were no reports of misplaced documents, allowing the technical staff to concentrate on their primary functions without worrying about having the correct documentation.  
-- Obj 2 Arranging conferences. Dante did the arrangements for four conferences, one of which was hosted by our organization and the others were conferences that some of our staff members attended. He did an excellent job on the conference that our branch hosted; he found a good location which had never been used by us before, and it was very well-received by the attendees. This task was made more difficult by two last-minute cancellations of speakers, requiring some rapid action to line up alternates, make their travel arrangements, and prepare their revised materials.  
-- Obj 3 Calendar. Dante did a good job keeping the official branch calendar up to date with everyone's whereabouts, and the schedule for our common areas such as the conference room. He was always able to say where anyone was at any given time, and also made it easier for the staff to figure out whereabouts and availability of the conference room.

(Limit to 8000 characters)

Counter 1161

**Component Unique Information**

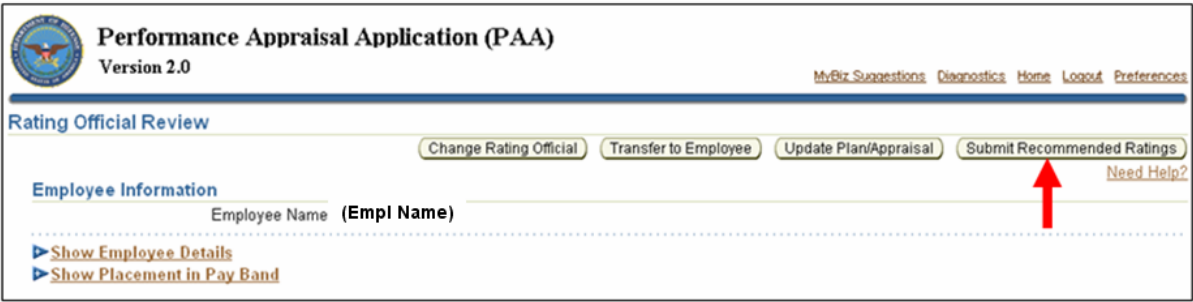
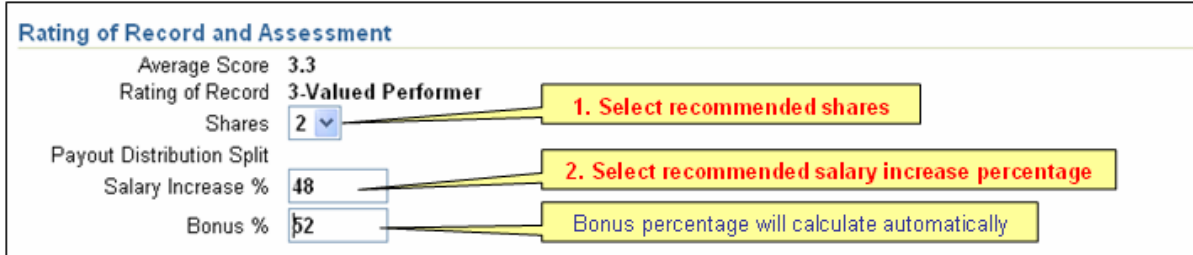
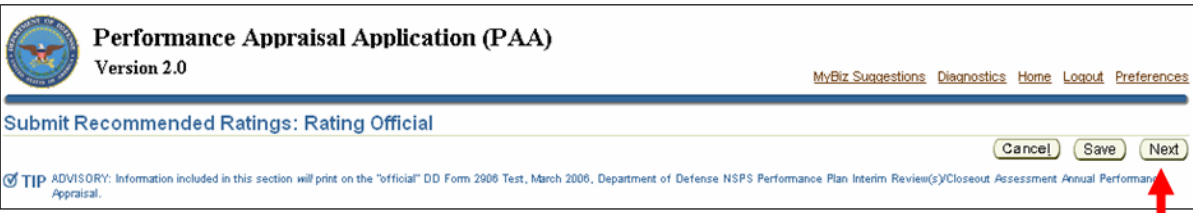
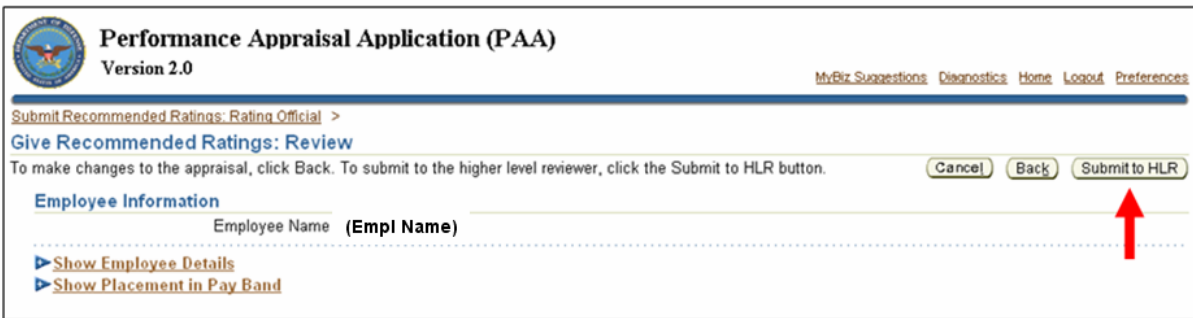
Character counter (limit 8000 characters)

Component Unique Information

(Limit to 4400 characters)

Counter 192

Cancel Save Save and Continue

<p><b>Step 10</b></p>	<p><b>Rating Official Review screen: Select the “Submit Recommended Ratings” button:</b></p> 
<p><b>Step 11</b></p>	<p><b>Submit Recommended Ratings: Rating Official screen: Scroll down to the Rating of Record and Assessment area. Enter your recommended number of shares (this is dependent on the rating of record), and your recommended salary increase percentage (the system calculates the bonus percentage).</b></p> 
<p><b>Step 12</b></p>	<p><b>Submit Recommended Ratings: Rating Official screen: Select the “Next” button:</b></p> 
<p><b>Step 13</b></p>	<p><b>Give Recommended Ratings: Review screen: Select the “Submit to HLR” button:</b></p> 

## Step 14

### Submit Recommended Ratings to Higher Level Reviewer screen:

There are two options for the Higher Level Review (HLR):

- Option A: Transfer the plan/appraisal to the higher level reviewer within the PAA.
- Option B: Document that the higher level review took place without transferring the plan.

If the HLR name is not correct or is missing, follow step 15 before proceeding.

If the HLR name is correct:

- Option A: Select the **“Transfer to HLR”** button.
- Option B: Complete the **Review Date** and **Method of Review** blocks, then select the **“Save”** button, then **proceed to step 17**.

**Performance Appraisal Application (PAA)**  
Version 2.0

MyBiz Suggestions Diagnostics Home Logout Preferences

Submit Recommended Ratings: Rating Official > Give Recommended Ratings: Review >

**Submit Recommended Ratings to Higher Level Reviewer**

**Note the two options for HLR**

**TIP** There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approval.

Cancel Transfer to HLR

**Option A - Transfer to the Higher Level Reviewer (HLR) in the PAA.**

Approvers	Name	Level
(Your Name)		Rating Official
	Bergamini, Nigel N	Higher Level Reviewer

**TIP** Please select new HLR from list of values, if required.

Change Higher Level Reviewer

Notification Message to Higher Level Reviewer. Enter your message, and click Transfer to HLR.

**Option A - if HLR is correct, click Transfer to HLR**

**Option A: Transfer the plan**

**If the HLR name is incorrect or blank, see the next step (option A or B)**

**Option B - if HLR is correct, 1. Document Review Date 2. Document Method of Review**

**Option B: Document the HLR without transferring the plan**

Cancel Transfer to HLR

**Option B - Document the higher level review has taken place by entering the following information:**

Review Date 15-Oct-2008

Method of Review

Approver Bergamini, Nigel N

Other

**Option B 3. Select Save**

Save

**Step  
15**  
(change  
HLR  
only)

**IF THE HLR NAME NEEDS TO BE CHANGED:**

To change the HLR, type in some or all of the correct name (last name – comma – first name) in either the Change Higher Level Reviewer block if using option A, or the “Approver” block if using option B. Then select the “Search” icon (the flashlight).

**Step 1, Option A – enter the new name in the “Change Higher Level Reviewer” block then select the flashlight icon**

TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer rapin, juan

**Step 2, both options: click the “Quick Select” icon next to the correct HLR name (there may be more than one name listed)**

**Step 1, Option B – enter the new name in the “Approver” block then select the flashlight icon**

Option B - Document the higher level review has taken place by entering the following information

Review Date 15-Oct-2008

Method of Review

Approver Bergamini, Nigel N

Other

Save

**Search and Select: Change Higher Level Reviewer**

Search

Select a field to 'Search By'. Next, enter a value in the text field. Partial searches must begin with the first few characters of the search field followed by the '%'; e.g., Smi% or 02%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By Name rapin, juan Go

**Results**

Select	Quick Select	Name	Position Title	Occupational Series	Organization
<input type="radio"/>		Rapin, Juan	RA973.SUPERVISORY INFORMATION TECHNOLOGY	2210.Information Technology Management	USA CIV PERSONNEL OPS CTR, SOUTHWEST ARSEW6D5AA.01

About this Page

On the “Search and Select: Change Higher Level Reviewer” window that displays select the **“Quick Select”** icon next to the correct HLR name (there may be a list of matching names). The new HLR name displays as the Higher Level Reviewer (option A) or the Approver (option B).

If you do not see the correct name, revise the way you entered the name. For instance, use just a first initial instead of the entire first name, or omit the first name or initial entirely. In DCPDS, names may be in somewhat different formats. John Smith Jr. may appear as Smith Jr, John. Or John Smith may actually be Smith, Jonathan. In either of these cases, entering “Smith, John” would not result in a match.

## Step 16

**Once the HLR name is correct:**

Submit Recommended Ratings to Higher Level Reviewer screen

Select Option A or B:

**Option A: Select the “Transfer to HLR” button**

**Option B: Select the “Save” button.**

Submit Recommended Ratings to Higher Level Reviewer

[Need Help?](#)

☒ **TIP** There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approval.

**Option A - Transfer to the Higher Level Reviewer (HLR) in the PAA.**

Name	Level
(Your Name)	Rating Official
Bergamini, Nigel N	Higher Level Reviewer

**Option B - Document the higher level review has taken place by entering the following information:**

Review Date: 15-Oct-2008  Approver: Bergamini, Nigel N

Method of Review:  Other:

## Step 17 (Opt A only)

**Option A only, Information screen: Select the “Yes” button to transfer the appraisal to the named HLR:**

**Performance Appraisal Application (PAA)**  
Version 2.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

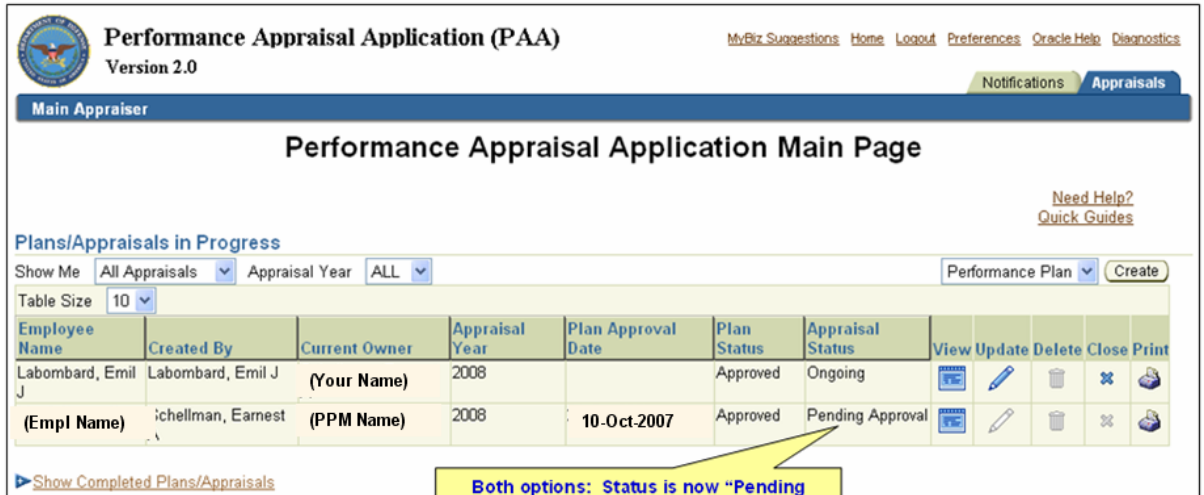
**Information**

Do you wish to submit the Recommended Rating o (Empl Name) to Bergamini, Nigel for Higher Level Review ?

## Step 18

You return to the Main Page.

- **Option A:** If the HLR approves your recommendations, the appraisal is ready for the pay pool panel and the final rating decision by the Pay Pool Manager. If the HLR wants something changed, the HLR returns the appraisal to you to make that change.
- **Option B:** The appraisal is ready for the pay pool panel and the final rating decision by the Pay Pool Manager.



**Performance Appraisal Application (PAA)**  
Version 2.0

MyBiz Suggestions Home Logout Preferences Oracle Help Diagnostics

Notifications Appraisals

Main Appraiser

### Performance Appraisal Application Main Page

[Need Help?](#)  
[Quick Guides](#)

**Plans/Appraisals in Progress**

Show Me  Appraisal Year  Performance Plan

Table Size

Employee Name	Created By	Current Owner	Appraisal Year	Plan Approval Date	Plan Status	Appraisal Status	View	Update	Delete	Close	Print
Labombard, Emil J	Labombard, Emil J	(Your Name)	2008		Approved	Ongoing					
(Empl Name)	ichellman, Earnest	(PPM Name)	2008	10-Oct-2007	Approved	Pending Approval					

[Show Completed Plans/Appraisals](#)

**Both options: Status is now "Pending Approval" and pencil is grayed out**

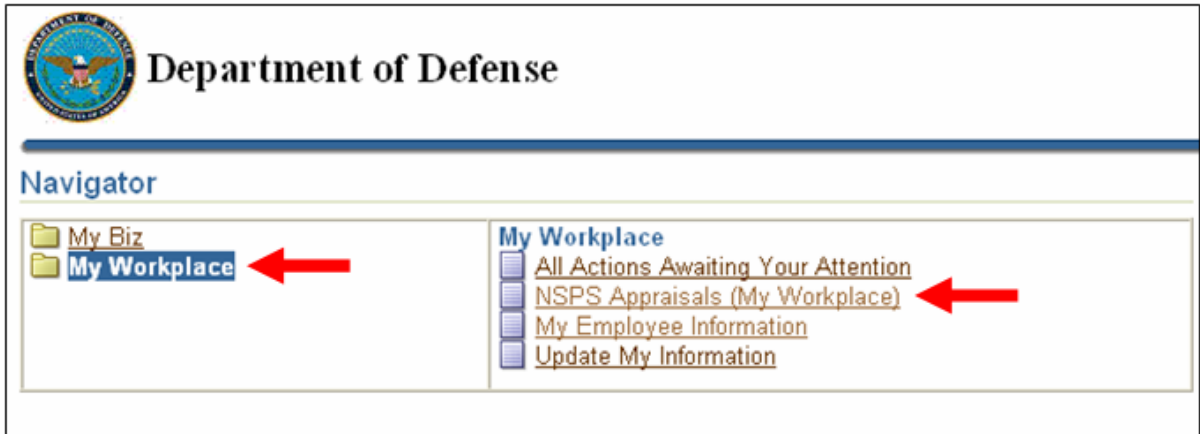
## HIGHER LEVER REVIEWER ACTIONS

Review the employee and supervisory assessments and the rating official's recommended ratings; approve the ratings or return the appraisal to the rating official for changes (the HLR does not make any changes on the appraisal).

Note: if the rating official documented the higher level review rather than transferring the appraisal to the higher level reviewer, this step will not be performed.

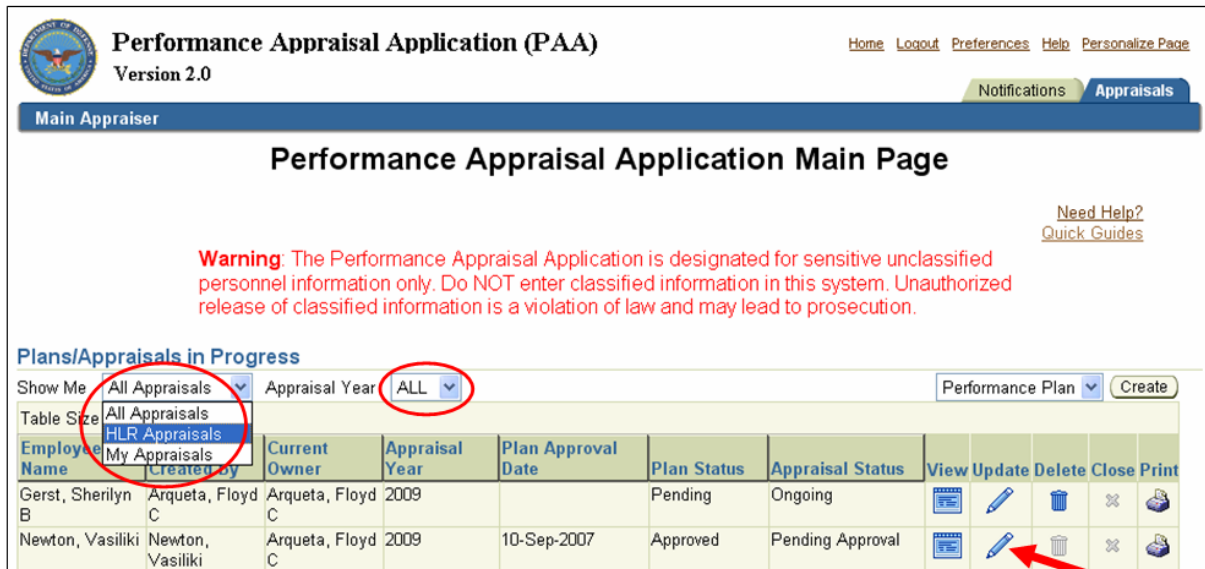
### Step 1

Navigator screen: Select **“My Workplace”** → **“NSPS Appraisals (My Workplace)”**:



### Step 2

Performance Appraisal Application Main Page: Select the **“Update”** icon (blue pencil) by the person whose appraisal you are reviewing:



Note, you can filter the appraisals on your main page to show only HLR appraisals, or “My Appraisals” (your direct reports); also you can filter on a specified year.

## Step 3

### Details: Higher Level Reviewer (HLR) for Recommended Ratings screen:

- On the top part of the screen, you can view the recommended job objective ratings (use the Details links to see more).
- Scroll to the bottom part of the screen to see the assessment blocks (next page).

**Performance Appraisal Application (PAA)**  
Version 2.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

**Details: Higher Level Reviewer (HLR) for Recommended Ratings**

[Cancel](#) [Save](#) [Approve](#) [Return for Correction](#) [Need Help?](#)

**Employee Information**

Employee Name **Dante Murri**

[▶ Show Employee Details](#)  
[▶ Show Placement in Pay Band](#)

[▶ Show Setup Details](#)  
[▶ Show Relevant Organizational Mission/Str](#)

**Job Objectives**

[Show All Details](#) [Hide All Details](#)

Details	Number	Title	Status	Optional Weight (%)	Adjusted Weight (%)	Rating	Contributing Factor Impact	Adjusted Rating
<a href="#">▶ Show</a>	1	Filing	APPROVED	35		3	0	3
<a href="#">▶ Show</a>	2	Arranges conferences	APPROVED	30		4	0	4
<a href="#">▶ Show</a>	3	Calendar	APPROVED	35		3	0	3

## Step 4

### Details: Higher Level Reviewer (HLR) for Recommended Ratings screen (bottom):

- At the bottom part of the screen, you can review the employee and rating official assessments.

**Employee Self-Assessment for Annual Appraisal**

✓ TIP Provide input that you wish to have considered as part of your performance rating assessment.

1. Filing. I maintained the official division files such that no documents were ever missing or lost during the rating period. I was complimented by the Admin Officer who said she had never seen such an organized filing system. This allowed the rest of the staff to concentrate on their own jobs.

2. Arranges conferences. I was the chief coordinator for our branch conference this year. I found a new site to hold the conference at no cost to us, and got good compliments from attendees. I had to deal with several last minute changes, including some speakers and revisions to materials. I also made arrangements for staff to attend three other conferences during the rating cycle.

3. Calendar. I kept up to date information on everyone's whereabouts as well as the use of the branch conference room.

**Review employee self-assessment and rating official assessment here**

**Rating of Record and Assessment**

Average Score 3.3  
Rating of Record 3-Valued Performer

**Rating Official Assessment**

During this rating cycle, Dante was very conscientious about the tasks he performed as the Branch Secretary.

-- Obj 1 Filing was always up to date and accurate. There were no reports of lost or misplaced documents, allowing the technical staff to concentrate on their primary functions without worrying about having the correct documentation.

-- Obj 2 Arranging conferences. Dante did the arrangements for four conferences, one of which was hosted by our organization and the others were conferences that some of our staff members were attending. He did an excellent job on the conference that our branch hosted; he found a good location which had never been used by us before, and it was very well-received by attendees. This task was made more difficult by two last-minute cancellations of speakers, requiring some rapid action to line up alternates, make their travel arrangements, and prepare their revised materials.


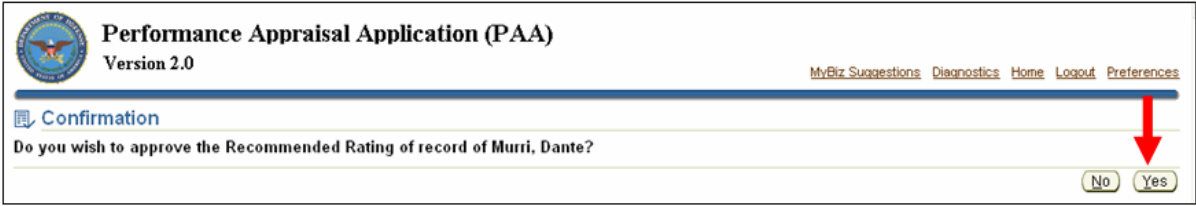
-- Obj 3 Calendar. Dante did a good job keeping the official branch calendar up to date with everyone's whereabouts, and the schedule for our common areas such as the conference room. He was always able to say where everyone was at any given time, and also make it easier for the staff to figure out whereabouts and availability of the conference room.

**Component Unique Information**

(Limit to 4400 characters)

Character counter (limit 4400 for this block)

Counter

<b>Step 5</b>	<p><b>Details: Higher Level Reviewer (HLR) for Recommended Ratings screen (top):</b> You have two courses of action – approve the recommended rating, or return it to the rating official for correction.</p> <ul style="list-style-type: none"> <li>• If approved, follow step 6.</li> <li>• If returned, the rating official needs to make the changes and resubmit the recommendations to you.</li> </ul> 
<b>Step 6</b>	<p><b>Confirmation screen: Select “Yes” to approve:</b></p>  <p><b>At this point the appraisal is no longer on your Main Page.</b></p>

# DISPOSITION OF APPRAISAL

(after Higher Level Reviewer approval)

Performance Appraisal Application Main Page (rating official): After the higher level reviewer has approved the recommended rating, the rating official sees the updated appraisal status of “Pending PPM Approval,” the Pay Pool Manager is the new “owner,” and no changes may be made.

The screenshot displays the 'Performance Appraisal Application (PAA) Version 2.0' interface. At the top, there are navigation links: 'MyBiz Suggestions', 'Home', 'Logout', 'Preferences', 'Oracle Help', and 'Diagnostics'. Below these are tabs for 'Notifications' and 'Appraisals'. The main header reads 'Performance Appraisal Application Main Page'. On the right, there are links for 'Need Help?' and 'Quick Guides'. The section 'Plans/Appraisals in Progress' includes filters for 'Show Me' (All Appraisals), 'Appraisal Year' (ALL), and a 'Performance Plan' dropdown with a 'Create' button. A 'Table Size' dropdown is set to 10. The table lists two appraisals:

Employee Name	Created By	Current Owner	Appraisal Year	Plan Approval Date	Plan Status	Appraisal Status	View	Update	Delete	Close	Print
Labombard, Emil J	Labombard, Emil J	Schellman, Earnest A	2008		Approved	Ongoing					
(Empl Name)	Schellman, Earnest A	PPM	2008	21-Oct-2006	Approved	Pending PPM Approval					

Below the table, there are three callout boxes:

- A yellow box pointing to the 'Current Owner' 'PPM' with the text: 'PPM is new owner'.
- A yellow box pointing to the 'Appraisal Status' 'Pending PPM Approval' with the text: 'Appraisal Status is "Pending PPM Approval"'.
- A yellow box pointing to the 'View' icon in the second row with the text: 'Click View icon to display (can't make changes)'.

At the bottom left, there is a link 'Show Completed Plans'.

- The Higher Level Reviewer will not see the appraisal on his/her Main Page.
- The Rating Official will see the appraisal listed but will not have ownership and will not be able to make changes.
- The employee will see the appraisal listed, but will only have view capability (cannot update) and will not be able to see any recommended ratings or the supervisory assessment.
- The Pay Pool Manager is now the owner of the appraisal.

If further changes are needed prior to the pay pool panel meeting, the Pay Pool Administrator has the capability of “returning” the appraisal to the rating official to allow changes to be made. This is done by changing the status of the appraisal from “Pending PPM Approval” to “PPM Returned for Review.”